

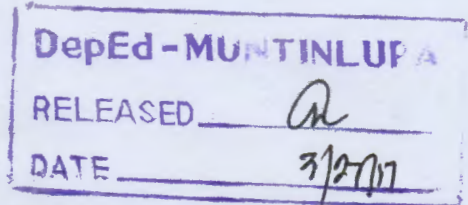


Republic of the Philippines
Department of Education
National Capital Region

SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

March 22, 2017


DIVISION MEMORANDUM



To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Public Elementary and Secondary School Principals/OICs

SUBMISSION OF DOCUMENTS NEEDED FOR THE TITLING OF EXISTING DONATED SCHOOL SITES TO THE DEPARTMENT OF EDUCATION

1. This office requires all Public Elementary and Secondary School Principals whose donated school sites are not yet transferred under the name of the Department of Education to immediately submit documents listed in the attached NCR Memorandum on or before April 4, 2017 to the SGOD - Educational Facilities Section, SDO - Muntinlupa City.
2. Please refer to the attached NCR Memorandum dated March 1, 2017.
3. For your information and compliance.


MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent



Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
 Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)

Department of Education
 - National Capital Region
 RECORDS AND PUBLICATION UNIT

RELEASED

MEMORANDUM:

By: 08 [Signature]
 Date: 08 MAR 2017 Time: 11:20

TO : THE SCHOOLS DIVISIONS SUPERINTENDENTS
 DIVISION FOCAL PERSONS FOR SPECIAL PATENTS
 FOR SCHOOL SITES

FROM : THE OFFICE OF THE REGIONAL DIRECTOR

SUBJECT : TITLING OF DONATED EXISTING SCHOOL SITES TO
 THE DEPARTMENT OF EDUCATION

DATE : MARCH 1, 2017

Pursuant to Memorandum dated December 12, 2016 issued by the Office of the Undersecretary for Legal Affairs, entitled "Titling of Existing School Sites Donated to DepEd", and in connection with the meeting of All Designated Focal Persons for Special Patents for School Sites, of the Divisions Offices, with the representatives from Sites Titling Office of DepEd Central Office held last January 9, 2017 at DepEd-NCR Office, requiring the said focal persons to submit an inventory of identified existing school sites donated to DepEd but not yet transferred in the name of the Department, with validated existing documents necessary for their titling. The following documents, in certified form, must be submitted and on a per school basis, to wit:

- a. Copy of the Deed of Donation
- b. Original copy of owner's duplicate of TCT/ OCT
- c. Copy of Approved Survey Plan
- d. Certified true copy of Tax Declaration
- e. Certificate of no tax delinquency
- f. Transfer tax
- g. BIR clearance
- h. DAR clearance (if agricultural land/ camotal land)

DIVISION OF CITY SCHOOLS
 RECEIVED [Signature]
 DATE 3/10/17
 TIME 4:16
CITY OF MUNTINLUPA

The Division Offices must coordinate with their respective Local Government Units and other relevant offices and submit the complete above-mentioned documents, with the request of funds for the titling of the school sites, to this Office, Attention: Regional Legal Office, on or before **April 7, 2017**.

Strict compliance of this memorandum is hereby directed.

PONCIANO A. MENGUITO
 Director IV